

TOWN OF BEDFORD
COMPTROLLER'S OFFICE

Abraham J. Zambrano
Comptroller

Elisa Alaimo
Senior Bookkeeper



Carolina Bruschi
Senior Account Clerk
Missy Harold
Senior Office Assistant

MEMO

To: Supervisor Burdick & Town Board
Cc: Lisbeth Fumagalli
From: Abraham Zambrano
Date: March 15, 2020
Re: Office of Emergency Management- Coronavirus

As the result of the outbreak of the coronavirus, various Town departments are shifting their operations to address services to the community and maintain the safety of employees. The Building Maintenance staff has, over the past few week, been sanitizing Town offices in an effort to lessen exposure to the virus and subsequently, unbudgeted expenses have been incurred to purchase cleansers and other necessary supplies necessary to achieve the aforementioned task.

The Recreation Department has developed contingent plans to be able to continue being able to deliver meals to Town residents that depend on the program. Currently, the meals are prepared and provided through the Mount Kisco Fox Center.

In addition, we are anticipating incurring additional IT related expenses in order to provide remote access to members of the Town Board and employees. Additional unbudgeted and or unidentified expenses are being anticipated depending on the length of time it will take for the virus to be contained.

Based on the above it is being recommended that the Town Board appropriate \$50,000 from the General Fund's Fund Balance Account to finance the additional anticipated expenses. We are also recommending to the Board that if additional funds are required, the Town Board approve additional funding after a full account of the money appropriated has been provided. It is also being recommended that any unused appropriated funds be returned to the General fund.